

RECREATION SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Recreation Specialist exists is to provide temporary and part-time seasonal work for the Parks, Recreation and Facilities division in the Community Services Department. These classifications are not supervisory. Work is performed under general supervision by a Recreation Coordinator or Senior Recreation Coordinator.

ESSENTIAL FUNCTIONS

Adapted Recreation Specialist - Provides assistance to children, teens, or adults with disabilities in recreation programs. Includes social skill instruction and coaching, teaches activity skills, and provides additional supervision to ensure safe and successful participation in an inclusive recreation class or program. May include providing support with independent living skills such as restroom assistance, feeding, and changing of clothes. Requires CPR certification.

Adult/Youth Basketball Official - Maintains control of games, call fouls, violations and time outs. Administers free throws as required. Reports to scorers table all player fouls and number of player. Signals 3-point field goals. Communicates with other official(s) any and all violations, time outs and other situations as they occur. Knowledge of the game of Basketball is desired. Person must have the ability to run short sprints, have good communication skills and be able to adjust to level of play.

Adult Flag Football Official - Officiates Adult Flag Football games, maintains control of game and participants. Keeps score and running clock on field. National Intramural Recreational Sports Association training for football provided and required of all officials.

Adult/Youth Sports Site Supervisor - Maintains game site during adult or youth sports games. Set-ups and clean-ups; assigns staff to game field/court, monitors scorekeepers, officials, and coaches; resolves issues as they arise, ensures site is safe and clean for participants; enforces site rules.

Adult/Youth Sports Scorekeeper – Keeps score at youth or adult sports games. Records fouls, points, and penalties on log sheet and keeps parents/participants informed of score.

Aquatics Instructor — Teaches swim lessons, recreational teams, water exercise classes, and a variety of aquatic programs to customers of all ages. Must possess a current American Red Cross Water Safety Instructor certification.

Data Entry Specialist – Answers registration phones calls, inputs registrations from mail, telephone and fax. Provides touch-tone registration access information to participants. Matches registration receipts and sends them out. Maintains participant information in database. Inputs program maintenance information into the Data Entry System. Informs participants of program changes, cancellations or additions. Researches balance dues to notify participants of moneys owed.

Events Specialist - Assists with city wide special events such as Mighty Mud Mania, Wet and Wild Water Day, and others. Sets-up & prepares for events; prepares signs & awards, assists with publicity, and a wide variety of other duties, depending on the event. Must be able to lift and carry up to 50 pounds; work in a variety of weather conditions.

Head Lifeguard – Aquatics - Works as an Assistant Manager in Training (AMIT) taking on additional responsibilities such as report writing, cash handling, open & closing the pool facility,

facilitating rentals, and assisting with staff training. Must have completed City of Scottsdale AMIT program.

Recreation Intern - Each internship is unique and is setup to meet goals of the department, as well as the student. Interns will be involved in a wide variety of programs, parks, and events, depending on the time of year or semester of internship.

Specialty Class Instructor – Provides Leisure Ed/Special Interest Classes for our Preschool, Summer, Outdoor Programs, and Water Exercise Classes. **Preschool** - Plans and facilitates a 2 to 3 hour socialization class for up to 10 children ages 3 to 5. Plans activities (indoor and outdoor) to include introduction to social skills, craft and games activities, and provides supervision to ensure safe and enjoyable participation in class. **Summer** - Plans and facilitates 2 to 3 hour classes for school age children early morning and late afternoon, before and after our traditional summer program times of 10 to 4. Supervises youth participants, ensuring participants are safe, communicates with parents, and plans and facilitates a variety of activities for the participants. **Outdoor**- Guides participants in outdoor, day and evening activities (day hikes, day trips and camping). Ensures participants are safe, drives 15 passenger vans, leads hiking activities or guides participants in day excursions. **Water Exercise classes** - plans routines, prepares structured workouts, and teaches water exercise classes to a variety of customers. Must possess a current Lifeguard Training certification and must attend City Water Exercise Instructor training

Train Guide/Ticket Taker – Responsible for opening and closing the museum at McCormick Railroad Park. Greets the public, takes tickets, answers questions, and makes sure the facility is clean. Must be able to stand for long periods of time, be polite and courteous, and have good customer service skills. This is a seasonal temporary position from October through Memorial Day.

Youth Sports Coach - Coaches youth at a school site teaching fundamentals in the following sports: flag football, volleyball, basketball, track and roller hockey. Supervises youth participants, ensures participants are safe, teaches participants fundamentals and sportsmanship, communicates with parents, attends games and communicates with school on a regular basis. National Youth Sports Coaches Association certification and training provided and required of all coaches.

Youth Sports Official - Officiates youth sports (flag football, volleyball, basketball, track and roller hockey) in a game setting with 4th-8th graders. Maintains control of game while instructing participants on proper procedures and rules. National Youth Sports Officials Association training and certification required and provided by Youth Activities Program.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:
Recreation methods and procedures.

Ability to:
Supervise participants and enforce park and safety rules.
Successfully pass driving safety course/certification and safely operate a motor vehicle or van.
Work a varied schedule depending on season, location, and position desired and will require some evenings and weekends.
Set-up & prepare for events or games; lift and carry objects weighing up to 50 pounds.
Follow written and verbal instructions.
Communicate and deal effectively with City staff, participants, parents, and the general public of all ages.
Some positions must be able to operate a personal computer and related software.
Conduct various recreation activities involving, walking, running, bending, stooping, jumping, lifting, and reaching.
Maintain regular and consistent attendance and punctuality.
Follow Parks, Recreation and Facilities Department dress and appearance standards related to clothing style, displaying tattoos, pierced body parts, hair color and style.
Obtain and maintain CPR or other certifications as required by the position.

Education & Experience

Any combination of education, training and experience in related recreation area. Previous experience and/or related education or training will be given preference. Some positions require a valid Arizona Driver's license with no major driving citations in the past 39 months. Some positions will require training and certifications.

FLSA Status: Non-exempt

HR Ordinance Status: Part-time or Temporary